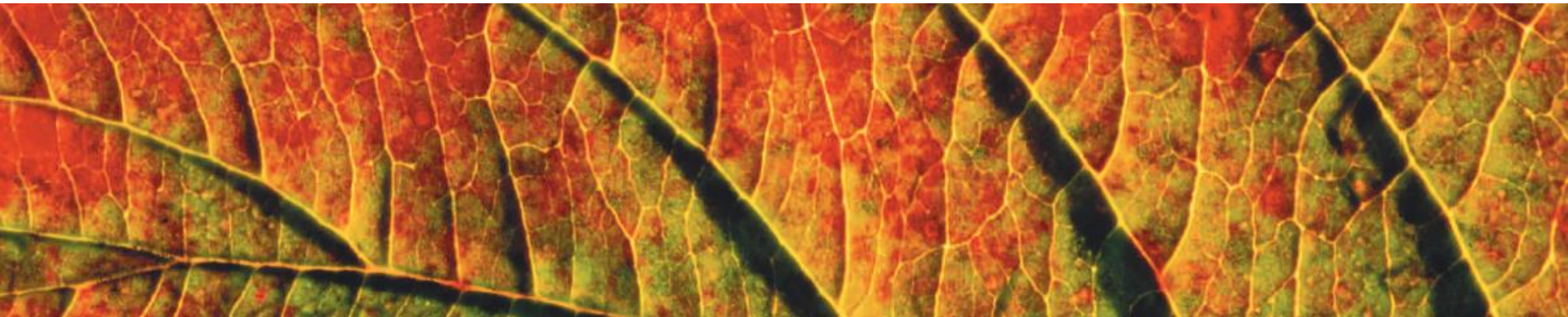


# **PowerPoint Tutorial 2:**

## **Adding and Modifying Text and Graphic Objects**

Microsoft<sup>®</sup> Office 2013



# Objectives

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- Insert a graphic from a file
- Insert, resize, and reposition clip art
- Modify the color and shape of a bitmapped graphic
- Apply effects and styles to a graphic
- Draw and format shapes
- Add text to a shape
- Insert and format text boxes
- Flip and rotate objects

# Objectives

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- Modify the Slide Master
- Create SmartArt diagrams
- Modify a SmartArt diagram
- Apply animations to graphics
- Customize animations
- Insert headers on handouts and notes pages
- Broadcast a presentation

# Modifying Graphics

Click the Color button to display a gallery of choices to make a bitmapped graphic monochromatic. For photos, you can also change the **color saturation** (the intensity of the colors) and **color tone** (the degrees of lightness and darkness).

To change the color and width of a picture's border, use the Picture Border button.

The Picture Tools Format tab appears when a bitmap image is selected.

To precisely align objects with other objects or with the edges of the slide itself, click the Align button, and then choose a command.

Click the Crop button arrow to find the Crop to Shape command, which you can use to force a graphic to a specific shape.

Use the Shape Fill button to change the fill color of a shape.

To change the color and width of a shape's border, use the Shape Outline button.

The Drawing Tools Format tab appears when a vector graphic or a text box—including the slide's title and content placeholders—is selected.

The Shape Height box contains the height measurement of the selected object, and the Shape Width box contains the width measurement.

Use Picture Styles to apply a **style**, a combination of several formats.

Drag a corner sizing handle to maintain the object's **aspect ratio**—the ratio of the object's height and width—as you resize it.

You can drag sizing handles on a selected object to resize it.

Use Shape Styles to apply a style to a shape.

Click the Shape Effects button to add special effects to a shape.

You can drag a **rotate handle** to rotate an object, or you can click the Rotate button to open a menu of Rotate and Flip commands.

To draw a shape the size you want, click the location where you want a corner of the shape to appear, and then drag the mouse until the outline of the shape is the desired size.

You can drag the **adjustment handle** to change the proportions of a drawn shape without changing the overall size of the drawn shape.

# Understanding Graphics

- Graphics are saved in a variety of file types

Figure 2-1

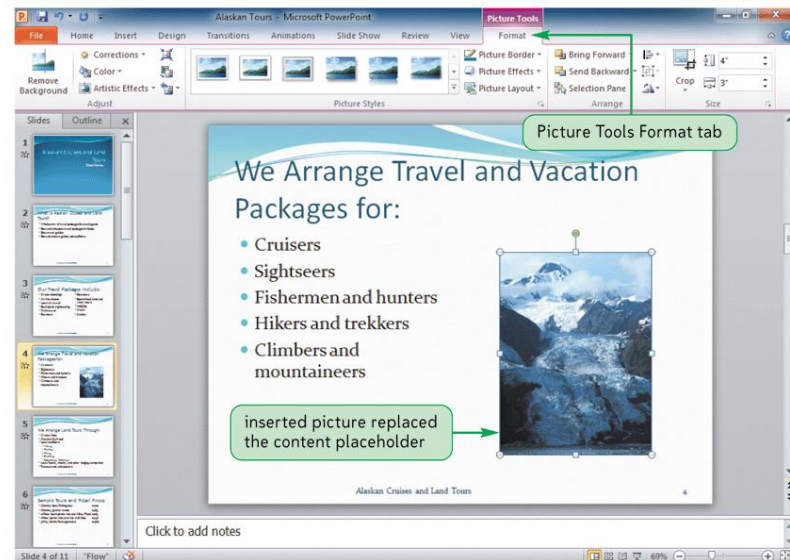
Common image file formats

Format	Abbreviation	Type
Windows Bitmap	BMP	Bitmap
Tagged Image File	TIF	Bitmap
Graphics Interchange Format	GIF	Bitmap
Portable Network Graphic	PNG	Bitmap
Joint Photographic Experts Group	JPEG	Bitmap
Scalable Vector Graphic	SVG	Vector
Windows Metafile	WMF	Metafile
Enhanced Metafile	EMF	Metafile

# Adding a Graphic from a File

- You can insert graphics stored on your computer on a slide using the Insert Picture from File button in a content placeholder or the Picture button in the Images group on the Insert tab

Figure 2-2 Slide 4 after inserting picture





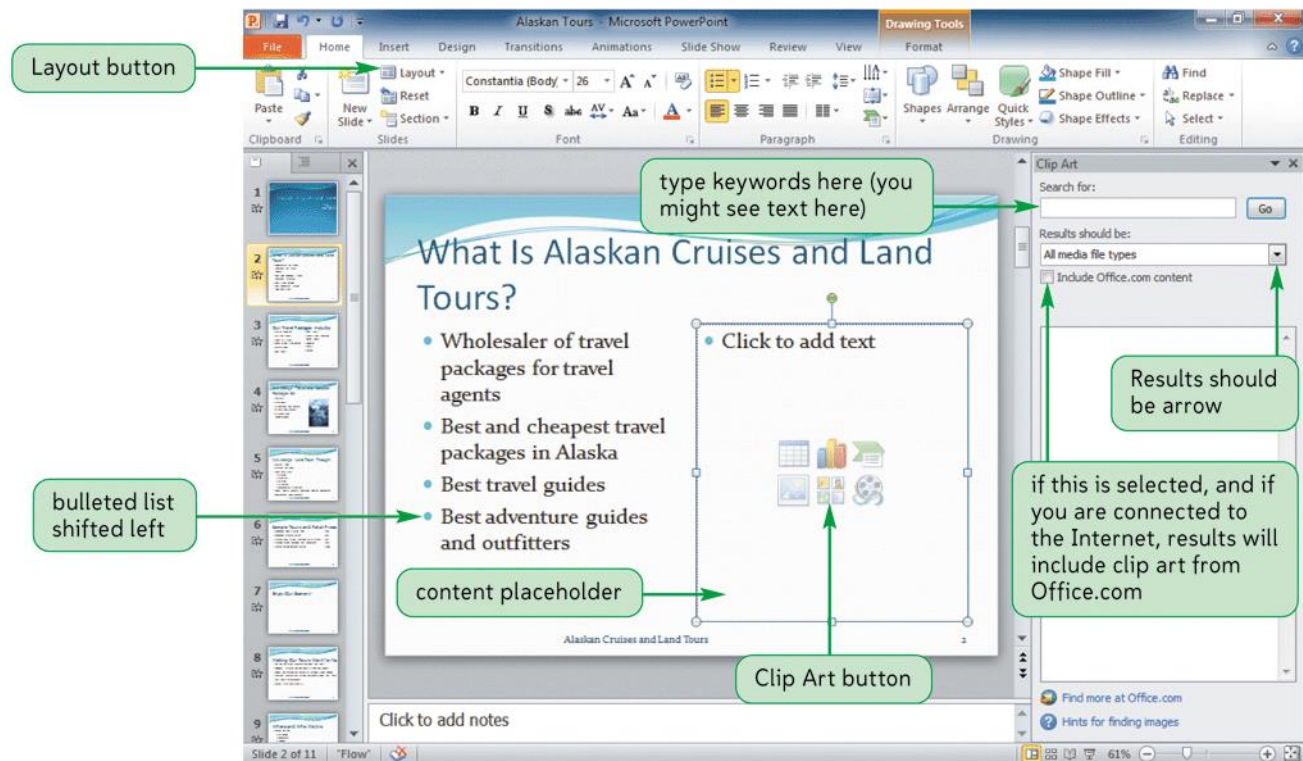
# Inserting Clip Art

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- **Clip art** includes electronic illustrations, photographs, and other graphics stored in collections so that you can easily locate and insert them into documents and presentations
- Switch to a layout that includes a content placeholder, and then in the content placeholder, click the Clip Art button; or click the Insert tab on the Ribbon, and then in the Images group, click the Clip Art button
- In the Clip Art task pane, type a keyword or multiple keywords in the Search for box
- Click the Results should be arrow, and then select the check boxes next to the types of clip art for which you want to search
- Click the Go button
- In the task pane, click the clip art that you want to insert into the slide

# Inserting Clip Art

Figure 2-3 Clip Art task pane open in the presentation window





# Resizing and Repositioning a Graphic

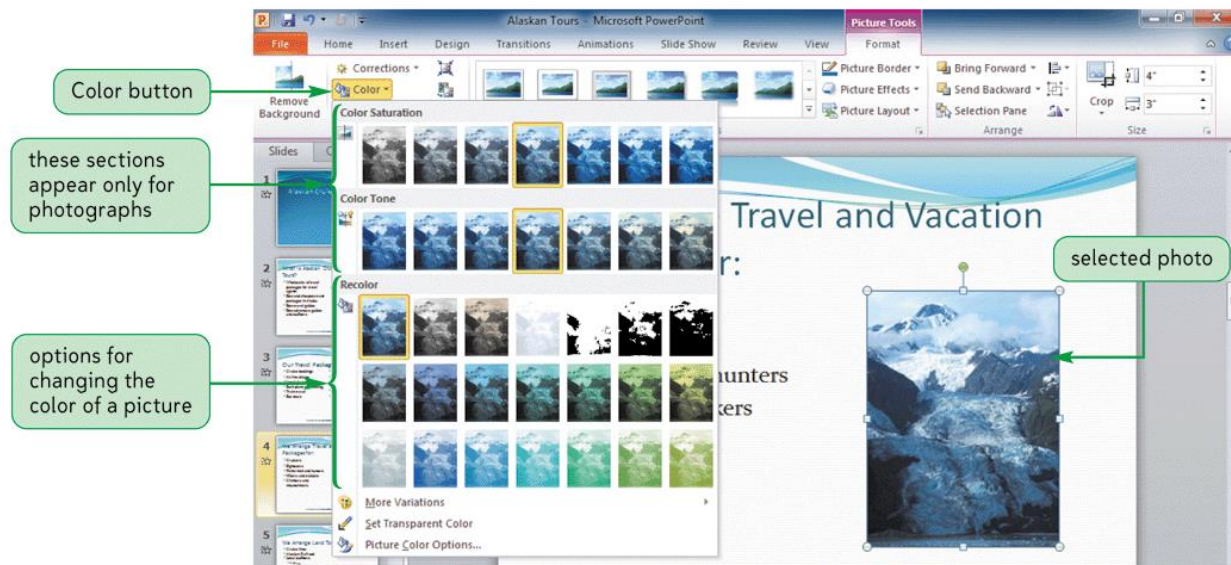
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- The easiest way to change the size of a graphic is to drag its sizing handles
- You can also change a graphic's size using the Shape Height and Width boxes in the Size group on the Format tab that appears when a picture or drawing is selected

# Formatting Objects

- The Adjust group on the Picture Tools Format tab contains buttons you can use to apply photo editing effects, including the Color button

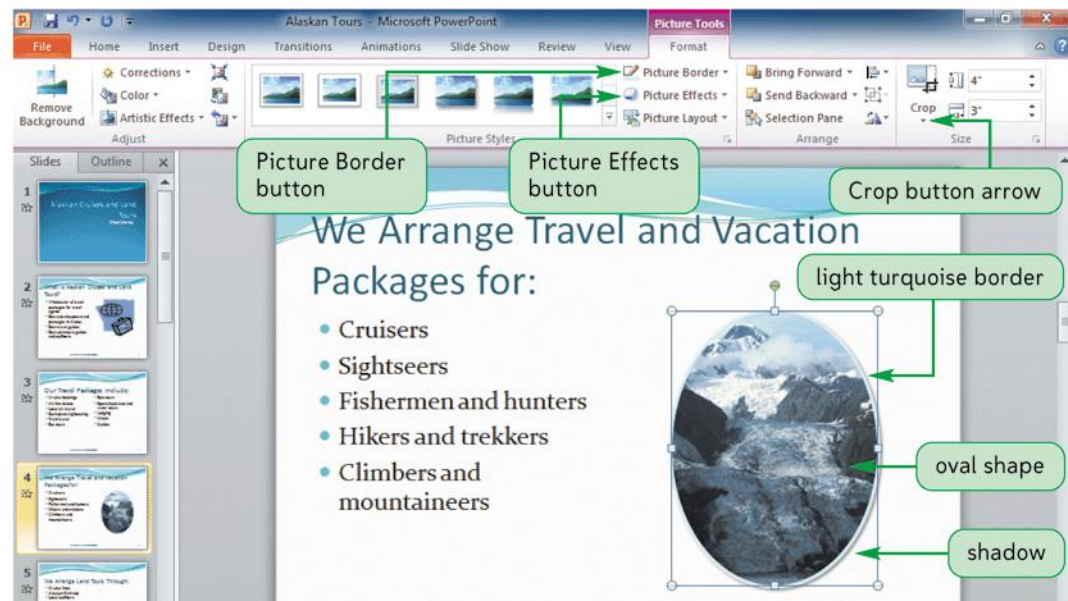
Figure 2-7 Color gallery for a photograph



# Formatting Objects

- You can also change the color and width of an object's border, add special effects to an object, and change the shape of a picture

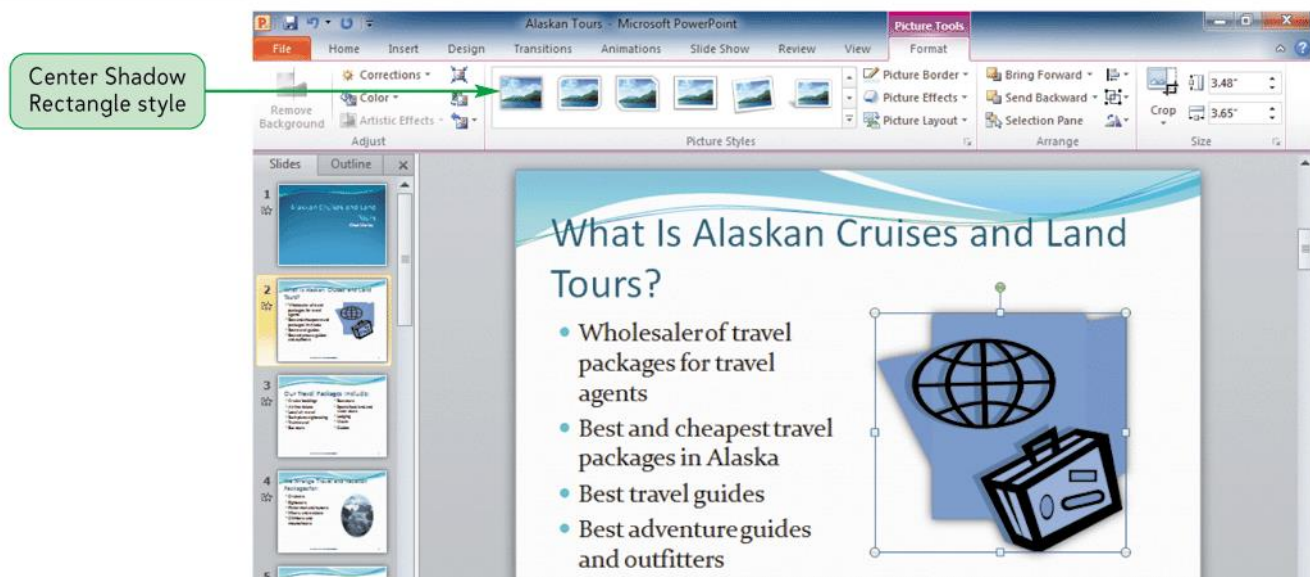
**Figure 2-8** Picture with modified border, shadow, and shape



# Formatting Objects

- An easy way to apply several formats at once to an object is to apply a style to it. Both of the contextual Format tabs contain a Styles gallery

Figure 2-9 Clip art with a style and a border applied



# Drawing and Formatting Shapes

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- Click the Insert tab on the Ribbon, and then, in the Illustrations group, click the **Shapes** button
- Choose the shape you wish to apply
- Click and hold the mouse to draw the shape
- Release the mouse button
- You can add text to a shape by selecting the shape and typing

# Drawing and Formatting Shapes

Figure 2-10 Shapes gallery

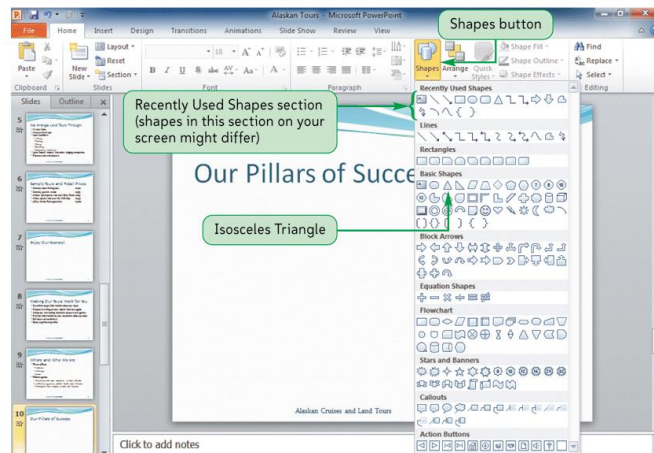
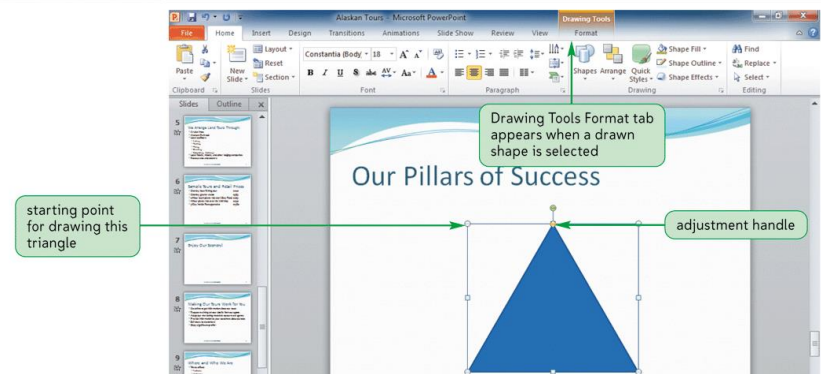


Figure 2-11 Slide 10 with an equilateral triangle

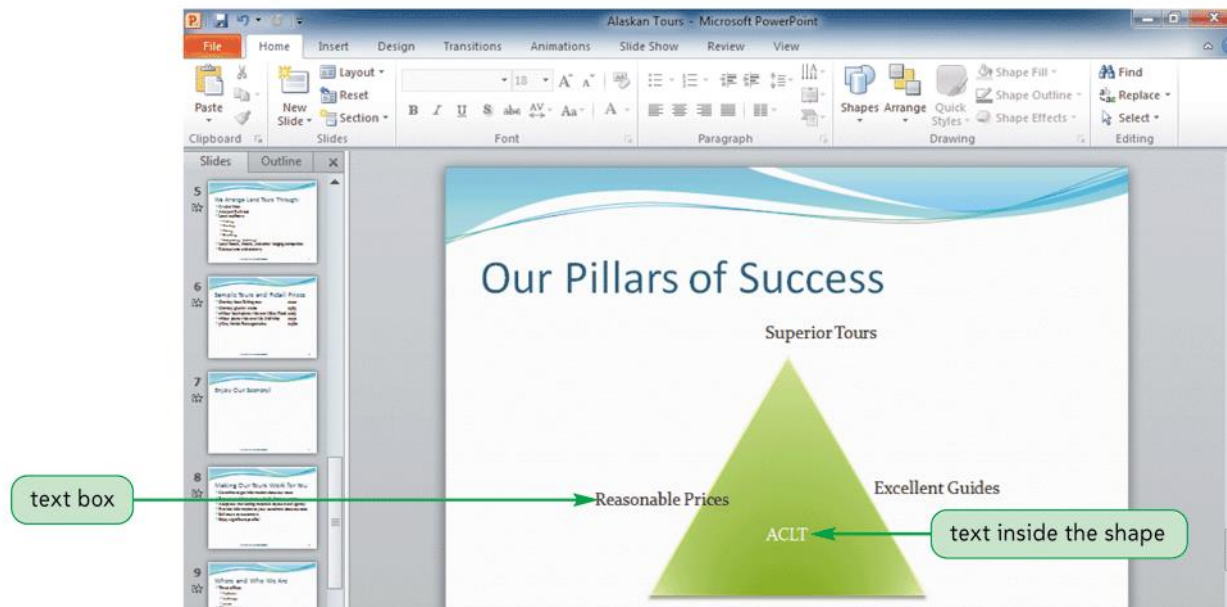




# Inserting and Formatting Text Boxes

- Click the Insert tab on the Ribbon.
- In the Text group, click the Text Box button

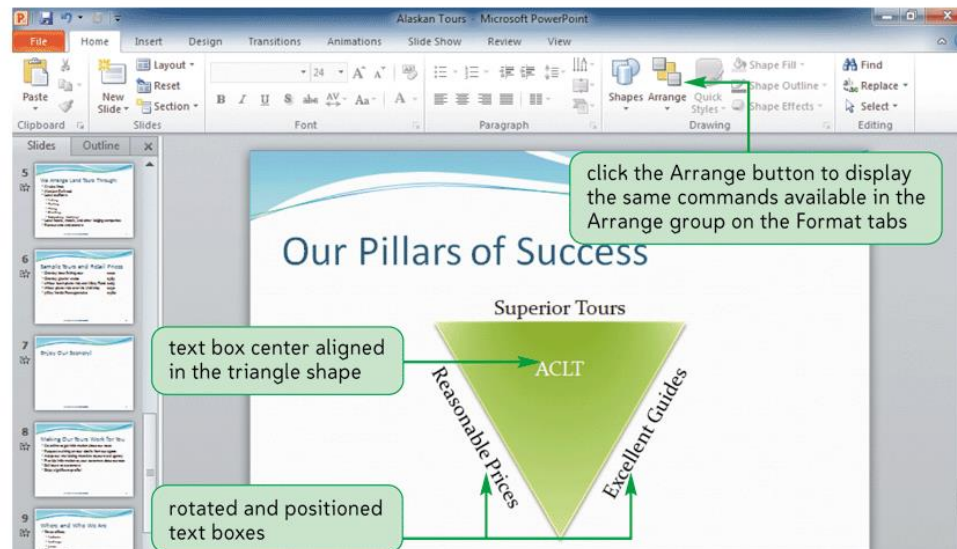
Figure 2-13 Text boxes added around the triangle



# Flipping and Rotating Objects

- To flip an object, you can use one of the Flip commands on the Rotate menu, which you open by clicking the Rotate button in the Arrange group on the Format tab

Figure 2-15 Slide 10 with completed diagram



# Slide Master View

The Slide Master tab appears in Slide Master view.

The **Slide Master** is the primary slide master. Text, graphics, and formatting on the Slide Master appear on all slides in the presentation. Changes made to the Slide Master affect all of the slides in the presentation.

The Title Slide Layout master is used by slides with the Title Slide Layout applied.

The Title and Content Layout master is used by slides with the Title and Content Layout applied.

The Two Content Layout master is used by slides with Two Content Layout applied.

This graphic inserted on the Title and Content Layout master appears only on slides with the Title and Content Layout applied.

Text placeholders can be resized, moved, and deleted.

The Design and Slide Show tabs are not available in Slide Master view.

Click the Close Master View button to close Slide Master view.

**Slide Master view** shows **slide masters**, which are slides that contain theme elements and styles, as well as text and other objects that appear on all the slides in the presentation.

This text placeholder with the number symbol indicates where the slide number will appear.

# Modifying the Slide Master

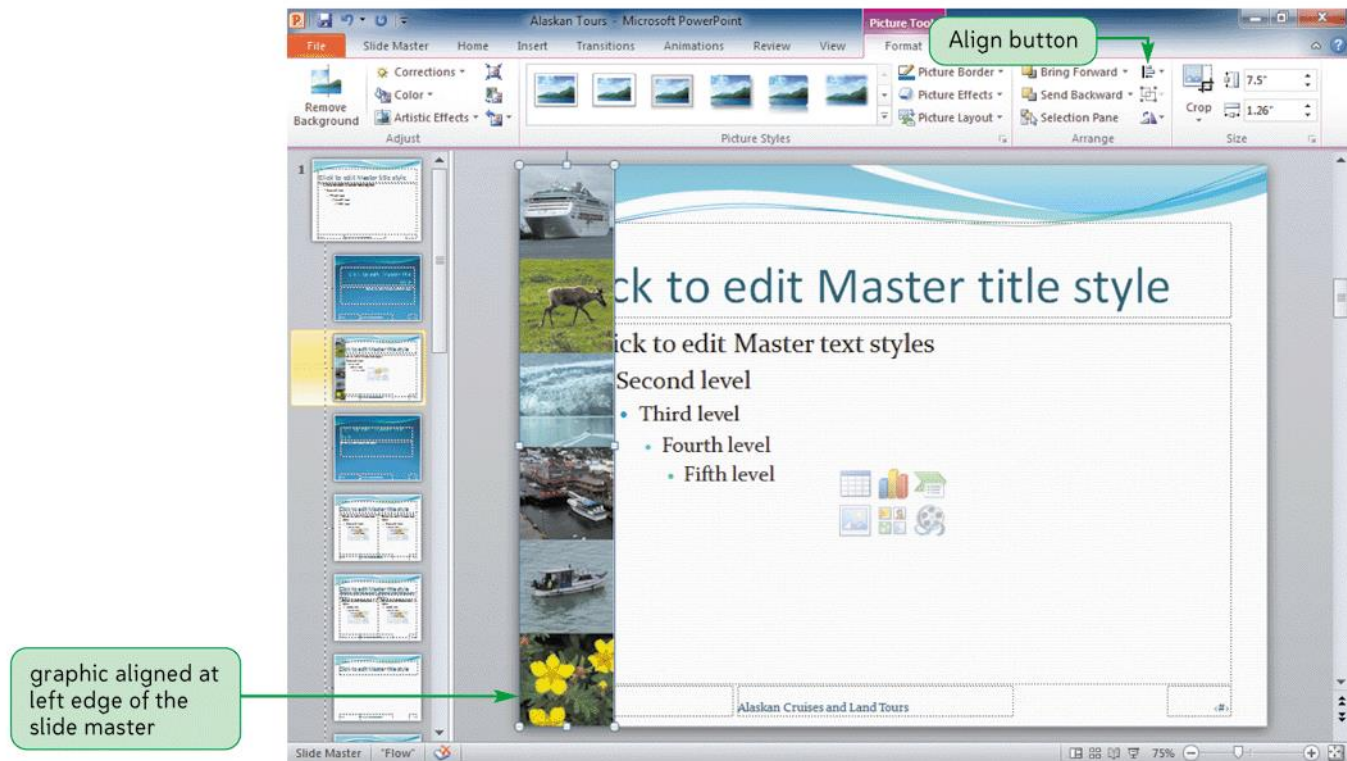
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- Click the View tab on the Ribbon, and then, in the Master Views group, click the Slide Master button
- Click the Slide Master or the layout master thumbnail that you want to modify
- Make changes to the master, such as changing the background color; modifying the text size, color, font, or alignment; inserting clip art, graphics; changing the size or location of text placeholders; and so forth
- In the Close group, click the Close Master View button



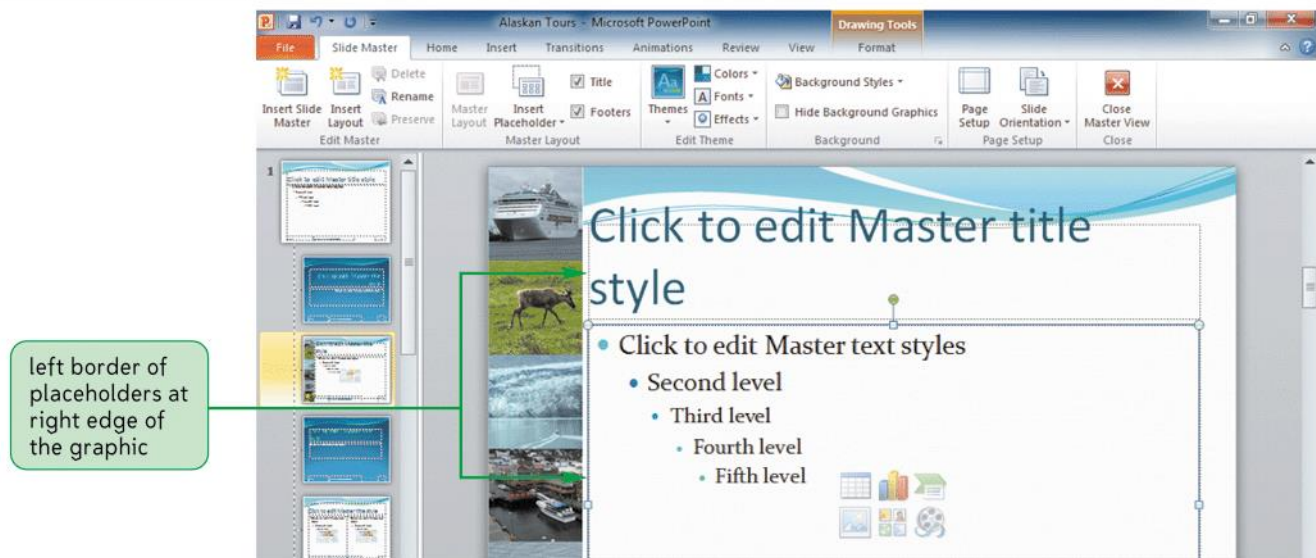
# Modifying the Slide Master

**Figure 2-16** Title and Content Layout master with image



# Modifying Text Placeholders

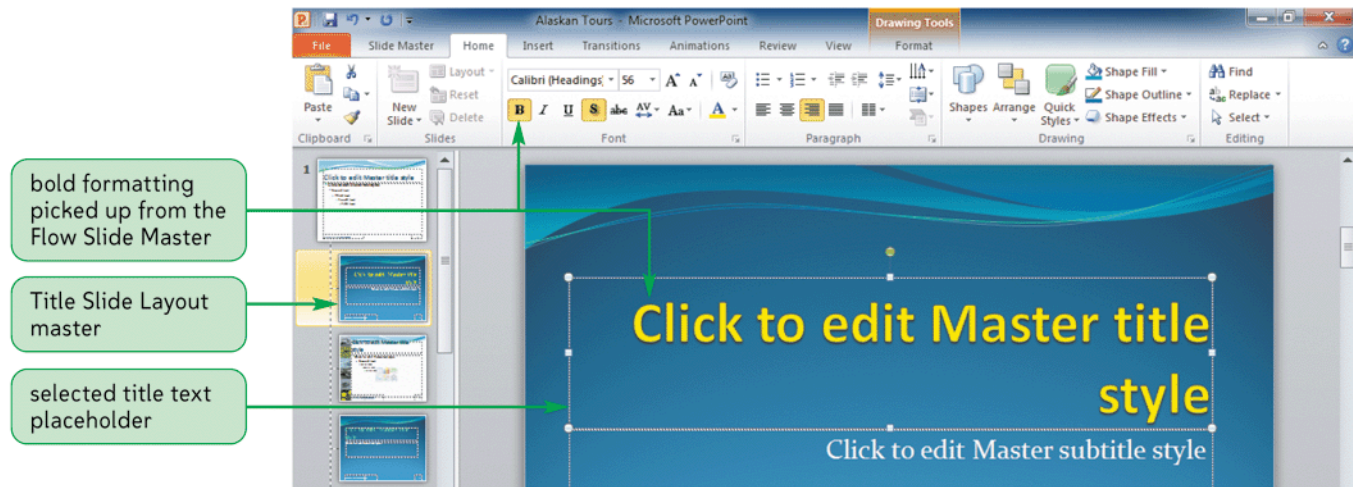
Figure 2-18 Title and Content Layout master with resized placeholders





# Modifying the Font Style in the Slide Master

**Figure 2-21** Modified title text placeholder on the Title Slide Layout master



# Creating SmartArt Diagrams

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- A **diagram** visually depicts information or ideas and shows how they are connected
- SmartArt is a feature that allows you to create diagrams easily and quickly
  - List
  - Process
  - Cycle
  - Hierarchy
  - Relationship
  - Matrix
  - Pyramid
  - Picture

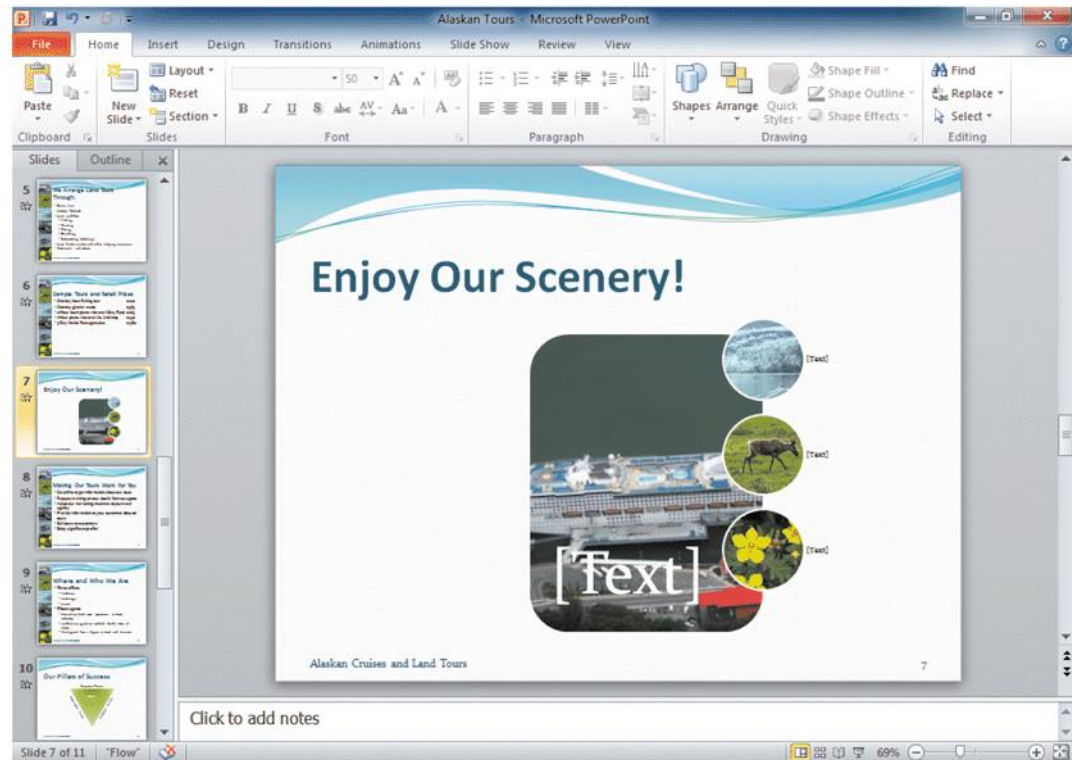
# Creating SmartArt Diagrams

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- Switch to a layout that includes a content placeholder, and then in the content placeholder, click the Insert SmartArt Graphic button; or click the Insert tab on the Ribbon, and then in the Illustrations group, click the SmartArt button
- In the Choose a SmartArt Graphic dialog box, select the desired SmartArt category in the list on the left
- In the center pane, click the SmartArt diagram you want to use
- Click the OK button

# Creating SmartArt Diagrams

**Figure 2-25** SmartArt picture diagram with the Title Only layout applied



# Converting a Bulleted List into a SmartArt Diagram

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- Click anywhere in the bulleted list
- In Paragraph group on the Home tab, click the Convert to SmartArt Graphic button, and then click More SmartArt Graphics
- In the Choose a SmartArt Graphic dialog box, select the desired SmartArt category in the list on the left
- In the center pane, click the SmartArt diagram you want to use
- Click the OK button

# Adding a Shape to a SmartArt Diagram

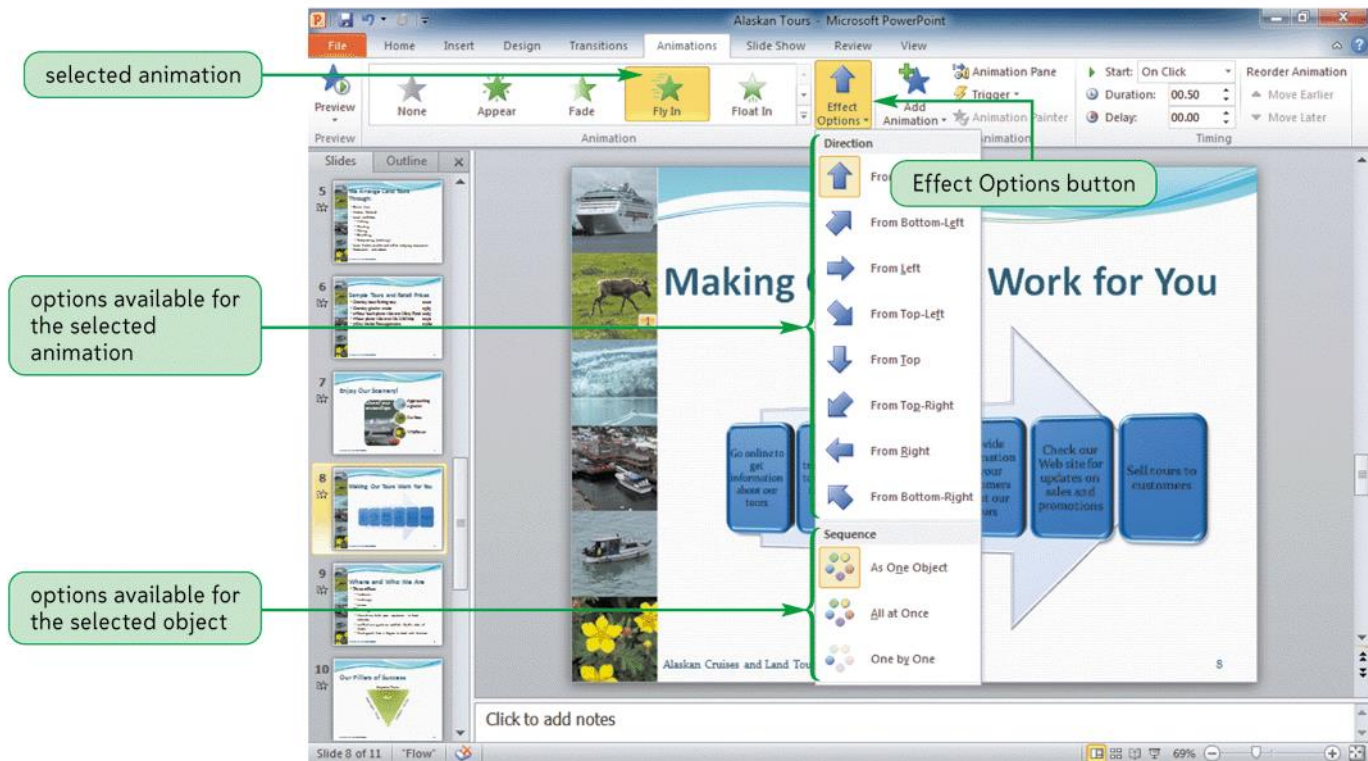
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- Click the shape next to the position where you want to insert the shape
- Click the SmartArt Tools Design tab on the Ribbon
- In the Create Graphic group, click the Add Shape button arrow, and then click the appropriate command on the menu
- Type the text in the new shape



# Animating Objects

**Figure 2-30** Effect Options menu for the Fly In animation applied to a SmartArt diagram



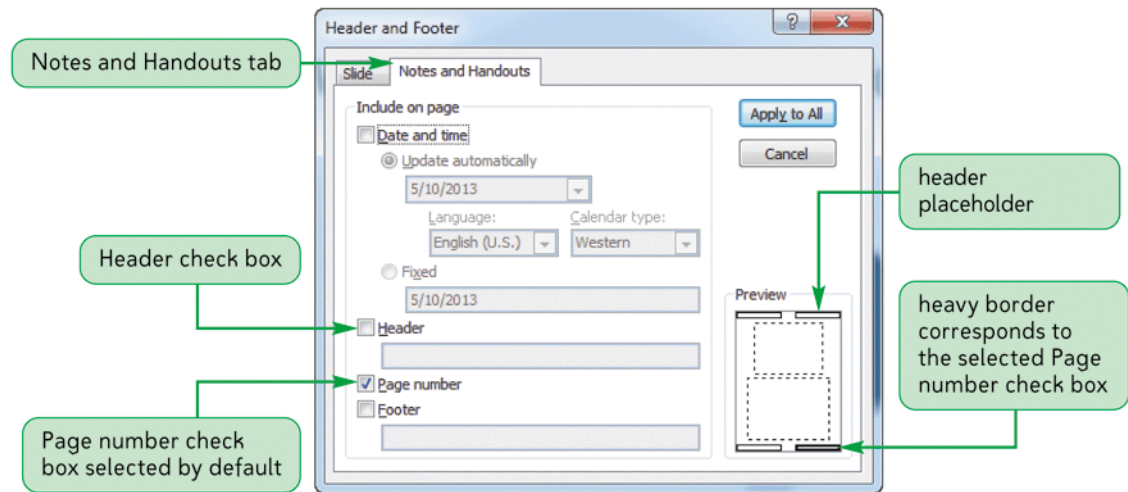
# Inserting Headers and Footers on Handouts and Notes Pages

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- In PowerPoint, you cannot insert a header on slides in the presentation, but you can insert a header in handouts and notes pages
- Click the **Insert** tab, and then click the **Header & Footer** button in the Text group. The Header and Footer dialog box opens with the Slide tab on top
- Click the **Notes and Handouts** tab

# Inserting Headers and Footers on Handouts and Notes Pages

Figure 2-31 Notes and Handouts tab in the Header and Footer dialog box



# Broadcasting a Presentation

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- You can broadcast a presentation over the Internet and to anyone with the URL
- Click the Slide Show tab on the Ribbon, and then in the Start Slide Show group, click the Broadcast Slide Show button; or click the File tab on the Ribbon, and then in the navigation bar click the Save & Send tab; in the Save & Send section, click Broadcast Slide Show; and then in the pane on the right, click the Broadcast Slide Show button
- In the Broadcast Slide Show dialog box, click the Start Broadcast button
- In the dialog box that asks for your Windows Live credentials, type your Windows Live ID user name and password, and then click the OK button

# Broadcasting a Presentation

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- In the dialog box that displays the unique link for your presentation, click Copy Link to copy the link to the Clipboard, paste the copied link in an email message or other form of electronic communication and send it to the people you are inviting to your broadcast; or click Send in Email to start your email program and place the link in a new message
- Ask audience members to click the link to open the Web page or to paste the link in the Address bar of their browser, and then press the Enter key to go to the Web page

# Broadcasting a Presentation

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- In the Broadcast Slide Show dialog box, click the Start Slide Show button
- Advance through the slide show, and then end the slide show
- In the yellow Broadcast View bar, click the End Broadcast button; or in the Broadcast group on the Broadcast tab, click the End Broadcast button
- In the confirming dialog box, click the End Broadcast button



# Broadcasting a Presentation

**Figure 2-36** Title slide of your presentation in the Internet Explorer browser during a broadcast

